

MENTOR'S HANDBOOK  
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The U.S. Army Center for Health Promotion and Preventive Medicine (USACHPPM) has established a formal Memorandum of Agreement with the U.S. Department of Energy (DOE) for participation in the Oak Ridge Institute for Science and Education (ORISE) programs.

The ORISE program offers an excellent opportunity for the Army to help develop the scientists, engineers, and health professionals critical to technical infrastructure of the nation. Those who complete this program may be available for employment with Army organizations, Army contractors, as well as the civilian community.

Under Executive Order No. 12821, Improving Mathematics and Science Education in Support of the National Education Goals, dated November 16, 1992, all departments and agencies that have a scientific mission and employ significant numbers of scientists, mathematicians, and engineers are directed to establish training and educational programs to advance science and mathematics to meet the National Education Goals. The EO specifically mentions DOE and encourages it to help in the development of these programs. These activities include the ORISE Research Participation Program (RPP), and DOE has indicated a willingness to assist other federal agencies to establish similar programs. The ORISE program is designed to meet these objectives.

The program includes technical training for future professionals, both during the formal academic education, and as postgraduates. To ensure the best possible educational opportunity, all ORISE participants must have a documented formal training program that includes both formal classes and structured field experience. [Refer to Appendix C, Individual Development Plan (IDP).]

In order to assure that participants have a common understanding of the Army and its mission, and to provide advanced training in specific scientific technologies, all participants will be afforded the opportunity to attend a technical orientation seminar sponsored by the U.S. Army Environmental Center in coordination with USACHPPM. Participants will be on appointment during the training session and will receive stipends. Participants may also be eligible for limited travel reimbursement.

### ***PROGRAM COMPONENTS***

**The Student Internship Program** provides high school juniors or seniors, undergraduate students, or graduate students, the opportunity to participate in scientific and technical activities associated with USACHPPM. The program is intended to enhance the educational development of such students by providing practical experiences closely related to their academic pursuits. Because this initiative is directed at full or part-time students, it is set up to accommodate a variety of levels of participation. It is established such that pattern changes be limited to four times per appointment year: (1) at the beginning of the Fall term; (2) at the beginning of the Winter (holiday) break; (3) at the beginning of the Spring term; and (4) at the beginning of the Summer term. To allow for smooth transitions, there is a requirement that at least 2 weeks' notice be given between changes in a pattern. These patterns are presented on the Pattern Participation Schedule Form, Appendix E.

**The Postgraduate Internship Program** provides recent graduates of post-associate's, bachelor's, master's and doctorate degrees, or postdoctoral credentials in an appropriate science, engineering, or technology discipline the opportunity to participate in related activities associated with USACHPPM. This program is intended to enhance the background and experience of such individuals, and to give them an opportunity to make a research contribution in their field of study.

**The Certificate Program** provides individuals who are currently pursuing, or have received within one year of start date, a certificate in an appropriate science, engineering, or technology discipline. This program allows postgraduates to enhance their educational development by gaining practical experience closely related to their academic pursuits.

**The Guest Lecturer Program** provides travel support and honoraria to consultants from the academic community and the private sector to present technical seminars and colloquia at the USACHPPM, or at other organizations supported by the established agreement. The honorarium rate is based on the individual's credentials. The program is intended to enhance the interactions between technical staff at the Center and the academic community and the private sector; support technology transfer; and provide learning experiences for ORISE program participants.

**The Faculty Participation Program** provides research opportunities for primary and secondary educators, as well as college and university faculty participants in areas of science, mathematics, engineering, and other technically related fields. Faculty members receive a monthly stipend based on their regular salaries. Participants with sabbatical leave appointments are expected to have at least one-half of their salary paid by their home institutions. These appointments can be for 10 to 12 weeks during the summer, for a semester during the school year, or in the case of a sabbatical, for a period up to a year.

**Fellowship/Internship/Research Participation (FIRP) Program** provides high school students, graduate students, postgraduate students, and college and university faculty the opportunities to further their education with the assistance of varying degrees of financial aid, while at the same time receiving hands-on experience in research and related activities at Federal laboratories and facilities. Following completion of the didactic portion of the program, there is a required payback period of participation at the Federal facility.

### ***ELIGIBILITY***

Student applicants must be in good standing (maintaining a minimum GPA of 2.5) and currently be enrolled in school taking a minimum of 12 credit hours per academic year.

Postgraduate applicants should have received a degree in an appropriate science or engineering discipline within three years of the desired starting date or expect to complete all requirements for such a degree prior to the desired starting date.

Certificate applicants are considered eligible if the following conditions are met: (1) Applicant holds a bachelor's or higher degree in a math, science, engineering, or technology discipline, (2) Certificate Program is related to or complements prior degree, and is also in a math, science, or engineering discipline, (3) Certificate Program must be offered by an accredited academic institution, (4) Credits must be earned through on-campus instruction or high quality distance learning medium with live instructor, such as satellite downlink, (5) Certificate must require a minimum of 30 semester credit hours or the equivalent, (6) Certificate must have been earned within one year of start date in Research Participation Program. Applicant may start in Research Participation Program if he/she has completed at least 12 credit hours per academic year to finish the certificate while an ORISE participant.

This will be an equal opportunity program open to all qualified U.S. citizens without regard to race, sex, religion, color, age, physical or mental disability, national origin, or status as a disabled veteran or veteran of the Vietnam era.

### ***MENTOR'S RESPONSIBILITIES***

The key Army person in the ORISE program is the participant's mentor. The host facility and/or selecting official will identify a mentor for each program participant. The mentor may be the first-line official or an action officer in the same group. The mentor will provide much of the technical hands-on training and will assist the participant with the logistics of getting settled in a new location.

Mentors should be volunteers with a sincere interest in directing the participant through their research project. They should:

- (1) Inform the USACHPPM Coordinator of any anticipated changes to a participant's status.
- (2) Prepare an IDP for participant's research project description within 30 days of assignment. (Refer to Appendix C.)
- (3) Provide a copy of the project description to each participant.
- (4) Provide participants with appropriate orientation, and safety and health training pertaining to individuals assigned to Army-approved facilities, and assist them in becoming established as functional members of the group to which they are assigned by providing appropriate office and laboratory space, facilities, technical and clerical support, and access to necessary equipment and personnel.
- (5) Provide much of the technical hands-on training of the participant, provide guidance in day-to-day activities, and generally help the participant with the logistics of getting settled in a new location.
- (6) Assist with getting appropriate ID cards, car registration, etc.
- (7) Contact the USACHPPM Program Coordinator if it will be necessary for the participant to receive medical screening.

(8) Ensure all foreign travel requests for the participant be coordinated with the ORISE office 60 days prior to planned travel. Such outside of continental United States (OCONUS) travel does not include Canada, Hawaii, Alaska, Puerto Rico, Mexico, and the Midway Islands (to include Wake Island).

In conjunction with the Selecting Official, the Mentor may be required to:

(1) Provide the USACHPPM with information on the types (students, postgraduates, faculty) of appointments desired and the amount of funding available for each. (Refer to Appendix A.)

(2) Assist ORISE On-Site Coordinator at the USACHPPM in finalizing project description for newly identified research assignments.

(3) Provide a Military Interdepartmental Purchase Request (MIPR), DD Form 448 to the Budget Division, Deputy Chief of Staff for Resource Management (DCSRM), USACHPPM. (Refer to Appendix B.)

(4) Review candidate's application and identify candidates for appointment.

(5) Determine the stipend rate for the candidate.

(6) Provide funding to the USACHPPM in a timely manner to support the program.

### ***TRAINING PROGRAM***

The training program is the cornerstone of the ORISE program. This training includes an orientation course, formal short courses, continuing hands-on training, and professional conferences. The training program is outlined in the IDP, Appendix C, which serves as an understanding between the participant and USACHPPM. The intent of the IDP is to ensure that the participant has the best learning opportunity possible, and that the host Army organization benefits to the maximum extent possible from the knowledge, skill, and abilities of the participant during the appointment period. Appropriate short courses will be identified in the IDP and funded by the host facility, subject to available funding. These short courses may be government-sponsored courses or commercially available courses. The participant is expected to satisfactorily complete each sponsored course.

Each year during the participant's ORISE experience, the participant should be afforded the opportunity to attend professional conferences. It is recommended they be allowed to travel to at least one national/regional and one state/local conference annually.

The field training associated with technical training experience is the major benefit to both the participant and the Army organization. Field training should center as much as possible around the stated goal of the IDP.

Installations are encouraged to partner, where appropriate, with institutions of higher learning to provide additional mentors to help develop the participant's required research project. This help could

result in publishable research which will provide the participant with tangible enhancement to his/her vita and enhance the participant's opportunities for further graduate study while advertising the quality of the Army's scientific/environmental program to the academic and scientific communities.

### ***RECRUITING***

Recruiting of potential participants can be accomplished by the host facility, ORISE, or the USACHPPM. The determination of eligibility and appointment of the participant will be made by ORISE. Inbound travel may be authorized for participants moving outside a 60-mile radius of a facility, although student appointees are only eligible for mileage reimbursement.

### ***APPLICATION & SELECTION PROCEDURES***

The USACHPPM and ORISE will advertise the program. The USACHPPM will coordinate the program with other U.S. Army installations. Requests for participants along with recommendations of individuals for participation will be collected by USACHPPM from other Army installations and sent to ORISE for action (see Appendix A). ORISE will solicit applications from accredited colleges and universities. Applications will be collected, processed, and reviewed for eligibility and completeness by ORISE. All eligible applications will be submitted via USACHPPM for review. The final approval of participants will be made by USACHPPM and ORISE based upon the host facility's recommendations in cooperation with ORISE. Those selected will be offered appointments by ORISE.

Consideration should be given to a variety of factors to include, but not limited to: (1) scientific and technical background and experience; (2) academic records; (3) recommendations; (4) compatibility of the applicant's background with the interests of USACHPPM; and (5) the availability of funds, programs, staff, and facilities.

### ***CONDITIONS & OBLIGATIONS***

All contingencies of an appointment offer must be met before a stipend will be processed for the participant. For example, if an appointment is offered to an applicant for an associate degree, the applicant must present acceptable evidence (i.e., transcript) that the applicant has completed all the formal academic requirements for such a degree before a stipend payment can be authorized.

In cases where assignments require a security clearance, the security office of the selecting activity will be responsible for obtaining clearances for participants.

Participants will become administratively associated with ORISE through a Letter of Appointment and Terms of Appointment. They will receive an appointment offer at the Army host installation and will not enter into an employer/employee relationship with the USACHPPM, the host installation, ORAU, ORISE, DOE, or any other office or agency.

## ***ADMINISTRATION***

### **STIPEND**

The participants are not employees of the government, USACHPPM, DOE, ORISE/ORAU, etc. They are appointed to facilities through the ORISE program to participate in the research and development activities of the host installation and receive a stipend.

Stipend rates are evaluated for consistency during the annual renewal process. Upon evaluation, increases in stipend may be considered. Increases outside the annual cycle will be considered on a case-by-case basis. All stipend increases are subject to approval by the USACHPPM ORISE Program Manager.

### **PARTICIPATION SCHEDULE**

The participation schedule is established by the participant and the mentor, and generally follows the facility hours. Since the participant is not an employee, no provisions are made for overtime pay. Periodic adjustments to the participant's schedule may be agreed to by the mentor and the participant. If a schedule change is needed (i.e., full-time to part-time, part-time to full-time), the participant and mentor will need to complete a Participation Pattern Schedule Form (Appendix E). Schedule changes should be submitted to the USACHPPM On-Site ORISE Office at least 2 weeks prior to the effective date of the change.

### **ABSENCES**

Since participants in the ORISE programs at USACHPPM are not employees, they do not formally earn annual or sick leave. Recognizing that "breaks" in academia calendars are desirable and routinely observed by colleges and universities, the following guidelines are established for full-time participants:

(1) Up to 12 days per year of absence, excluding weekends and scheduled holidays (e.g., Federal holidays) observed at USACHPPM/ other Army facilities, are permitted without reduction in the participant's stipend.

(2) Up to 12 days per year of absence are permitted for illness without a reduction in the participant's stipend.

(3) Emergency leave for serious family illnesses, death, etc., are to be handled on a case-by-case basis.

**These absences are at the discretion of the participant's mentor.** Proportional adjustments in the granting of absences are to be made for appointments of more or less than 12 months.

### **AWARDS**

Participants are eligible to receive monetary awards of up to 5% of their annual stipend, for scientific and/or technical contributions. Provide a justification to include the participant's name, contribution,

impact, recommended amount, MIPR to be charged, and the address where the check should be forwarded. Submissions should be submitted by the mentor through the USACHPPM ORISE Program Coordinator for approval. Approved awards will be forwarded to the ORISE On-site Office for processing.

For monetary awards above 5% of the annual stipend, a detailed justification must be submitted with the nomination package through the Director to the Deputy of Technical Services. The Director of Technical Services will review and send the nomination to the Deputy Chief of Staff for Resource Management for submission to the USACHPPM Awards Committee. The Awards Committee will review and make recommendations to the Commander. The Commander will be the approving authority.

## **TERMINATION**

Participants can be terminated from the program at the discretion of the Selecting Official/Mentor, and in coordination with the USACHPPM Program Coordinator. Under such circumstances, the participant will be treated with the same due process and counseling given to Federal employees. Typical steps taken in an action of this nature include:

- (1) Formal documented counseling to ensure that the participant understands that a problem exists.
- (2) Various levels of suspension depending upon the gravity of the problem.
- (3) If above measures do not resolve the problem, termination from the Program may be exercised.

## **ANNUAL/FINAL REVIEW**

The sponsoring office/facility will complete an Annual/Final Review Questionnaire of the participants progress (Refer to Appendix D) at the completion of each appointment year. This review will include progress in achieving the IDP, and a summary by the participant describing the objectives achieved by the participant. At the end of the final appointment year, the mentor is encouraged to prepare a Letter of Recommendation describing the participant's overall knowledge, skills, abilities and performance. The original will be given to the participant for future employment searches. In addition, the participant is expected to prepare a final report to the facility, including an abstract of the research conducted during their appointment. This report will be used by the USACHPPM and ORISE to evaluate the effectiveness of the program. A copy of this report must be provided to ORISE in order to authorize the release of their final stipend payment.

## **APPENDIX A REQUEST FOR ORISE SUPPORT**

MEMORANDUM FOR Commander, U.S. Army Center for Health Promotion and Preventive  
Medicine, ATTN: MCHB-TS/Mr. Stephen Kistner, 5158 Blackhawk



Road, Aberdeen Proving Ground, MD 21010-5403

SUBJECT: Request for ORISE Support

1. Request your support in appointing Oak Ridge Institute for Science and Education (ORISE) participants to the       (div/ofc)      ,       (branch)      , of this organization.
2. The following information is provided:
  - a. Project Area: (i.e., Environmental Health Risk, Health Physics, Industrial Hygiene, etc.)
  - b. Number of participants desired:
  - c. Educational background required (i.e., degree disciplines and level of degrees):
  - d. POC Name, phone number, and fax number:
  - e. Selecting Official and Mentor (to include telephone number, fax number, complete mailing address, and e-mail address):
  - f. I do/do not have a candidate in mind for appointment. (Please indicate the candidate's name if applicable.)
3. Brief description of required project: (This information will be used to develop a project description. The description is used in advertising, if required. A draft will be forwarded for your review/approval prior to finalization.)
4. Was MIPR submitted to USACHPPM? (Please allow ten working days for USACHPPM to complete, approve, and reissue MIPR to DOE.)

       Yes, date submitted                     .        Being prepared.

***Provide an information copy to Donna Laird, Fax (410) 436-5811.***

5. My signature represents that I will comply with the program guidelines as mentioned in the mentor handbook. I understand that the selected individual will not begin in the program until the participant receives an official offer letter from ORISE.

/s/

Signature Block

**Submit request to Ms. Diane Lewis, Fax #(410) 436-5811, or to the address listed above.**

## **APPENDIX B**

### **PREPARATION OF MIPR, DD Form 448**

#### **PROCEDURE:**

To ensure that DD Form 448's (MIPR) are processed in a timely and correct manner, adhere to the following procedures:

1. Installation selecting official will request ORISE On-site Program Coordinator to provide cost estimate for program participants. External installations only - Estimate will include an additional 5% fee to cover CHPPM administrative costs for the program.
2. All DD Form 448's will be approved and initiated by the selecting official. The MIPR will be prepared and accepted as a reimbursable order.
3. The funding document will be forwarded to the address below. [Allow 10 working days for completion, approval, and re-issue of the MIPR to DOE.]

#### **ADMINISTRATIVE DATA FOR THE PREPARATION OF MIPR, DD Form 448**

##### **MIPR should be sent to:**

Commander  
U.S. Army Center for Health Promotion and Preventive Medicine  
ATTN: MCHB-CS-RBD  
5158 Blackhawk Road  
Aberdeen Proving Ground, MD 21010-5403  
Telephone: (410) 436-2590/DSN 584-2590  
Fax: (410) 436-3665/DSN 584-3665

##### **Suggested wording for MIPR:**

Funding is provided for the appointment of a research participant (or potential participant's name, if available) through the Oak Ridge Institute for Science and Education.

##### **Breakout for use of the Funding:**

Stipend  
Inbound Moving Allowance  
Training  
Travel  
\*Overhead

\*ORISE burden rate is 26%.

**APPENDIX B (Mentors Handbook) - CONTINUED**  
**PREPARATION OF MIPR**

Example:

Stipend	\$25,200 (\$2,100/mo)	
Inbound Move	250	
	_____	Sub-total
		\$25,450
ORISE burden (26%)	6,617	
*CHPPM admin (5%)	1,272	
	_____	
Total	\$33,339	

The remaining statements included on the MIPR are standard (i.e. date of expiration, etc.).

If you have any questions, please call Ms. Donna Laird at (410) 436-4335, or Ms. Joanne Rasnake at (410) 436-7257.

Please furnish a copy of the MIPR by fax to:

Ms. Donna Laird  
FAX: (410) 436-5811

**APPENDIX C**  
**INDIVIDUAL DEVELOPMENT PLAN (IDP)**  
**Example Format**

1. Name: ORISE participant

a. Research Assignment:

b. Entry date to this Command:

2. Appointment Period Covered:

3. Purpose of IDP:

a. To identify training and developmental needs that are required to successfully complete my research as a participant in the ORISE Research Participation Program.

b. To develop a training program that will enhance my current areas of technical expertise, develop technical expertise in other areas, and also develop managerial skills.

4. Planned Formal Courses:

	Course Topic	Date Requested	Hrs.
a.	b.		c.

5. Planned Local Installation Training (Includes at least 50 percent of required USACHPPM-sponsored Scientific Seminars):

6. Presentations:

7. Professional Registration/Certification:

8. Technical Papers and Poster Sessions:

**APPENDIX C (Mentors Handbook) - Continued**  
**Individual Development Plan (IDP)**

9. Concurrence:

- a. ORISE Participant: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature
- b. Mentor: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature
- c. ORISE Coordinator: \_\_\_\_\_ Date: \_\_\_\_\_  
Stephen L. Kistner

Submit completed IDP to Diane Lewis NLT thirty (30) days after the beginning of the appointment period.

Telephone: (410) 436-5461

FAX: (410) 436-5811

Or mail using one of the following address:

On-Post

USACHPPM  
ATTN: ORISE  
Building E5158

Off-Post

ORISE  
P.O. Box 53  
Aberdeen Proving Ground, MD 21010-0053

**APPENDIX D**  
**ANNUAL/FINAL REVIEW QUESTIONNAIRE**  
**MENTOR'S HANDBOOK**

*INSTRUCTIONS: Your ORISE participant will give you a completed Annual/Final Review Participant Questionnaire when requesting renewal or termination from the program. Please complete the following Mentor Questionnaire and forward it along with the Participant's Questionnaire to Ms. Diane Lewis, USACHPPM ORISE On-Site Office, Bldg. E5158; or FAX to (410) 436-5811. If you have questions about the renewal or termination process, please call (410) 436-5461.*

**Participant's Name:**

**Requesting Renewal** \_\_\_\_ **Termination**  
**Effective Date of Termination**

**1. If requesting renewal, what is the desired length of renewal period?** \_\_\_\_ months (maximum 12 months)

**2. Recommended stipend amount for renewal period:**

\$\_\_\_\_/per month

**3. MIPR submitted to USACHPPM? (Please allow ten workdays for USACHPPM to complete, approve, and reissue MIPR to DOE.)**

\_\_\_\_ Yes. Submitted \_\_\_\_\_, being prepared.  
Date

\_\_\_\_ Provided an information copy to Ms. Donna Laird,  
FAX (410) 436-5811.

**4. Why do you wish to renew this participant's ORISE appointment?**

**APPENDIX D (Mentor's Handbook) - CONTINUED**  
**ANNUAL/FINAL REVIEW QUESTIONNAIRE**

**5. How effective was this ORISE participant at conducting research under your mentorship?**

Evaluate the contribution of the participant to your specific research project. (On a scale from 1 to 10, please rate by circling the number that corresponds.)

**LOW 1 2 3 4 5 6 7 8 9 10 HIGH**

**COMMENTS:**

**6. How effective was your relationship with the participant in enhancing his/her skills or knowledge?**

**LOW 1 2 3 4 5 6 7 8 9 10 HIGH**

**COMMENTS:**

**7. Please rate the quality of ORISE administrative support:**

**LOW 1 2 3 4 5 6 7 8 9 10 HIGH**

**COMMENTS:**

**APPENDIX D (Mentor's Handbook) - CONTINUED**  
**ANNUAL/FINAL REVIEW QUESTIONNAIRE**

**8. Please list any suggestions you feel would improve the USACHPPM ORISE Program.**

**Mentor's signature, title, telephone #:**



**PARTICIPATION PATTERN SCHEDULE FORM**  
**RESEARCH PARTICIPATION PROGRAM**

(Student's Name)

- PATTERN A:** 20% of Full-time (Ex: 1 eight-hour day per week)  
**PATTERN B:** 25% of Full-time (Ex: 5 quarter days per week)  
**PATTERN C:** 40% of Full-time (Ex: 2 eight-hour days per week)  
**PATTERN D:** 50% of Full-time (Ex: 5 half-days per week)  
**PATTERN E:** 60% of Full-time (Ex: 3 eight-hour days per week)  
**PATTERN F:** 75% of Full-time (Ex: 5 six-hour days per week)  
**PATTERN G:** 80% of Full-time (Ex: 4 eight-hour days per week)  
**PATTERN H:** 100% of Full-time (Ex: 5 eight-hour days per week)

**PLEASE INCLUDE DAYS/# HOURS OF PARTICIPATION**

- 1. PATTERN CHOICE:** \_\_\_\_\_ MON \_\_\_\_\_ TUES  
WED \_\_\_\_\_ THURS \_\_\_\_\_ FRI

TIME PERIOD: to

## APPROVAL

## Participant

Sponsor

Program Coordinator

2. PATTERN CHOICE: \_\_\_\_\_ MON \_\_\_\_\_ TUES \_\_\_\_\_  
WED \_\_\_\_\_ THURS \_\_\_\_\_ FRI \_\_\_\_\_

TIME PERIOD: to

## APPROVAL

Participant

Sponsor

Program Coordinator

3. PATTERN CHOICE: \_\_\_\_\_ MON \_\_\_\_\_ TUES  
WED THURS \_\_\_\_\_ FRI

TIME PERIOD: to

## APPROVAL

Participant

Sponsor

Program Coordinator

4. PATTERN CHOICE: \_\_\_\_\_ MON \_\_\_\_\_ TUES  
WED THURS \_\_\_\_\_ FRI

**TIME PERIOD:** to

**APPROVAL**

## Participant

Sponsor

Program Coordinator

**APPENDIX F**  
**ORISE TRAVEL FORMS**

- **Travel Authorization/Reservation (TAR)** - This form is required for all advances and travel to be reimbursed by ORISE. Hotel, per diem, registration, rental car, and miscellaneous expenses must exceed \$250 in order to obtain an advance. General guidelines for completing the TAR are on page 2 of the form. Once completed, submit **both** pages of the form (to include conference/training information) to the ORISE Office, Building E5158. **Fax copies are acceptable.** The ORISE Office fax number is 410-436-5811. A funding MIPR will be identified by the ORISE Office and then forwarded for approval by the Program Coordinator. If an advance is requested, the TAR (both pages must be included) must be submitted 10 days prior to the starting date of the trip. Please identify in the Remarks Section the address to which the check should be sent. **NOTE:** Keep in mind that the address listed should have someone there to accept the check should it be Fedex.

- **Travel Expense Statement (TES)** - This form is completed upon return from the trip. All **original** receipts must be attached. **Fax copies cannot be accepted.** Section II, Item 1 (Air), is not applicable. Please leave the Per Diem and Total sections blank. ORISE will complete these for you. Your signature is the only signature required on the TES. Once completed, mail directly to Oak Ridge Institute for Science and Education, ATTN: Ms. Marie Kitts, P.O. Box 117, Oak Ridge, TN 37831-0117.

- **Checklist for Completing Travel Expense Statement** - When completing the TES, use this checklist to ensure a delay will not be encountered in the processing of your claim.

- POC for Airline Tickets and Rental Car Reservations is Liz Clein, 410-436-1051.

- POC for all other travel questions should be addressed to the ORISE Office, 410-436-4335.